



USAID
FROM THE AMERICAN PEOPLE

WEST BANK/GAZA

HUMAN RESOURCES ASSISTANT

Closing Date: 09/22/2008

Who may apply: All Interested Candidates

Length of Service: Two year renewable

The United States Agency for International Development (USAID) is seeking highly qualified candidates for the position of Human Resources Assistant within the Executive Office (EXO) of the USAID Mission for West Bank & Gaza. The primary purpose of this position is to assist in the administration of the personnel program for the Mission's workforce. The successful applicant will have responsibility for a wide range of procedural, data management, administrative and clerical support functions. This position is located in the USAID offices in Tel Aviv and requires the ability to commute to the office daily. The work environment is open, with a current staff of about 130 people and requires motivated, customer service-oriented individuals.

QUALIFICATIONS SOUGHT:

- Minimum two years of college level education is required.
- A minimum of three years of clerical, administrative, and/or secretarial experience is required.
- Must have a thorough knowledge of general clerical and administrative practices and procedures as well as data processing.
- Proficiency in computer applications such as Microsoft Word, Excel, Windows, Access and the Internet.
- Level IV (fluent) English language ability is required. Level III knowledge of Arabic and/or Hebrew is highly desirable.

HOW TO APPLY:

Send a typed CV in English along with a cover letter to USAID's HR Office by fax at 03-511-4894 or by email to: hrwbg@usaid.gov. Please specify the AD CODE if you first saw this position advertised in a local newspaper. Applications must be received by **COB, September 22, 2008**. Only qualified applicants will be considered. Only those applicants short-listed for interview will be contacted. The U.S. Government is an Equal Opportunity Employer.